

**Anthropological Survey of India
Ministry of Culture
Government of India
EN 79, Sector-5, Salt Lake City, Bidhannagar,
Kolkata- 700091**

EXPRESSION OF INTEREST (EOI)

For

**Execution, printing, preparation, transportation and
installation work of the different sizes display panels
for the
Zonal Anthropological Museum
Port Blair - 744101**

Technical Specification:-

1. Work for 128 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.
2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.
3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.

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INDEX

Sl. No	Contents	Page No.
01	Text of Advertisement	1
02	Invitation for Expression of Interest	3
03	Aims & Objectives	4
04	EOI processing fees	4
05	Venue & Deadline for submission of proposal	5
06	Scope of Work & Services	5-6
07	Submission requirement	7
08	EOI documents are available	7
09	Duration of Engagement	7
10	Qualification Criteria	8
11	Evaluation Criteria and Method of Evaluation	8
12	Response	8-9
13	Conflict of Interest	9
14	Terms of Payment	9
15	Inspection	9
16	Defect Liability Period/Warranty	10
17	Condition under which EOI is issued	10
18	Last date of submission of EOI	10
19	Format – 1	12
20	Format – 2	13
21	Format – 3	14
22	Format – 4	15
23	Format – 5	16
24	Format – 6	17
25	Format – 7	18

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Government of India
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Kolkata- 700091**

No.19-106/Port Blair/ZAM/2008

Dated 06/11/2023

INVITATION FOR EXPRESSION OF INTEREST

The Director, Anthropological Survey of India invites Expression of Interest from reputed firms/ agencies/ individuals having experience in the field of execution, printing, preparation, transportation and installation work of different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101

Technical Specification:-

1. Work for 128 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.
2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.
3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.).

The eligible firms/ agencies having experience in the above mentioned field may submit their responses after evaluation of the working sealed envelope in the prescribed proforma available in the website of www.ansi.gov.in.

The last date for submission of EOI along with all documents is 15/12/2023 within 16:00 HRS.

**Director
Anthropological Survey of India
Kolkata**

Anthropological Survey of India
Ministry of Culture
Government of India
EN 79, Sector-5, Salt Lake City, Bidhannagar,
Kolkata- 700091

Aims & Objectives:

The Anthropological Survey of India, a premier research organization and subordinate office under the Ministry of Culture, Government of India, is dedicated to study the Bio-Cultural Profile of Indian populations. Indian culture is the heritage of social norms and which is originated and associated with the ethno-linguistically diverse India. To do research and preserve the material culture, the Anthropological Survey of India established a chain of anthropological museums at Port Blair, Nagpur, Jagdalpur, Dehradun, Udaipur, Mysore, Shillong and Kolkata.

The Zonal Anthropological Museum (ZAM) in the Port Blair is an important tourist centre and situated in the heart of the town. The display depicts the story of human evolution in general, rich life and culture of the tribes of Andaman & Nicobar Islands and their contribution in terms of environmental conservation and resource management. To upgrade this museum some display panels need to be prepared. The proposed display design is already prepared according the different sizes by the scientists of the Anthropological Survey of India and the work for execution, printing, preparation, transportation and installation work of the different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101 is required

[Technical Specification:- 1. Work for 128 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminum box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminum box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.]

1.0 EOI Processing Fees:

A non-refundable processing fee for **Rs. 500/- (Rupees five hundred only)** in the form of a Demand Draft or a Pay Order drawn in favour of **Pay & Accounts Officer, Ministry of Culture, Govt. of India, Kolkata-1.** Payable at Kolkata has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

2.0 Venue& Deadline for submission of proposal:

Proposals, in its complete form in all respects as specified in the EOI, must be submitted to Anthropological Survey of India at the address specified above. In exceptional circumstance and at its discretion, Anthropological Survey of India may extend the deadline for submission of proposals by issuing an amendment to be made available on the Survey's website www.ansi.gov.in, in which case all rights and obligations of Anthropological Survey of India and the agency or individuals previously subject to the original deadline will thereafter be subject to the deadline as extended.

3.0 Scope of Work & Services:

- a. Anthropological Survey of India is seeking reputed agencies or individual which can provide services for execution, printing, preparation, transportation and installation work of the different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101 [Technical Specification:- 1. Work for 128 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.]
- b. The agency or individual needs to furnish a blueprint for execution, printing, preparation, transportation and installation work of the different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101 according the technical specification.
- c. The agency or individual needs to visit the Anthropological Survey of India, Head Office, EN 79, Sector-5, Salt Lake, Kolkata – 700091 for evaluation of the work.
- d. The agency or individual will be responsible for proper execution, printing, transportation, packing, and unpacking including installation of the display panels for the Zonal Anthropological Museum, Port Blair including its insurance during transportation.
- e. Interested agency or individual will get a chance to have a visit to the Anthropological Survey of India, Head Office, EN 79, Sector-5, Salt Lake, Kolkata – 700091 for evaluation of the work on **20.11.2023** and **21.11.2023** between **11:00 am- 1:30 pm**. With valid Entry Pass for maximum of two persons of the interested agency or individual of the organization.
- f. The agency or individual needs to submit the copy of the Trade License, PAN Card, GST No., AADHAR etc. essential for business transaction with government agencies.
- g. The agency or individual needs to submit the copy of credentials for commissioning as homologous nature of works.

- h. Suggestions of any other steps required for proper execution, printing, transportation, packing, and unpacking including installation of different sizes display panels for the Zonal Anthropological Museum, Port Blair of materials may also be given.
- i. Any other work related to the proper execution, printing, making, transportation, packing, and unpacking including installation of different sizes display panels for the Zonal Anthropological Museum, Port Blair may also be exercised.
- j. Last date of submission of EOI is **15/12/2023 within 16:00 HRS.**
- k. The work should be completed within **60 days** from the date of award of work.
- l. Proper execution, printing, transportation, packing, and unpacking including installation of different sizes display panels for the Zonal Anthropological Museum, Port Blair must be in good condition and the agency or individual is liable to pay demurrage.

INSTRUCTION TO AGENCIES/ INDIVIDUALS

4.0 Submission requirement:

4.1 The Expression of Interest for execution, printing, preparation, transportation and installation work of the different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101 according the technical specification, along with the **Technical Bid and Commercial Bid is to be submitted separately, superscripted on the top of envelop properly** in the manner prescribed below:-

(All information as detailed below is to be submitted in two hard copies in separately sealed envelopes.)

- a. Applicant's Expression of Interest as per Format-1.
- b. Organizational Contact Details as per Format-2.
- c. Experience of the organization as per Format-3.
- d. List of three (03) experts/consultants on payroll as per Format-4.
- e. Financial strength of the company as per Format-5.
- f. Additional information as per Format-6.
- g. Declaration as per Format-7.
- h. Power of Attorney in favour of Authorized Signatory with long and short-signatures of Authorized person.
- i. Agency must have its office establishment within the municipal jurisdiction of the Kolkata Corporation.

5.0 EOI documents are available:

The EOI documents are available in the website of the Survey www.ansi.gov.in and can be downloaded. The agency or individuals are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the agency or individual's risk and may result in rejection of the proposal.

6.0 Duration of Engagement:-

The engagement shall only be for execution, printing, preparation, transportation and installation work of different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101 [Technical Specification:- 1. Work for 128 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminum box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminum box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.]

The work should be completed within 60 days from the date of award of work.

7.0 Qualification Criteria:

- a. The bid which do not fulfill any of the above conditions or are incomplete in any respect are liable for summary rejection.
- b. The consideration of the Company does not bind itself to accept the lowest tender and reserves to itself the authority to reject or partially accept any or all the tenders, tendered items or schedules received without assigning any reason whatsoever.
- c. Canvassing in connection with tenders is strictly prohibited and the EOI submitted by the agency or individual who resort to canvassing will be liable for rejection on that ground alone.
- d. The agency or individual must declare in writing that neither he nor any of them is in anyway related to any officer/ employee in the Anthropological Survey of India, Head Office, Kolkata or any of its constituent units.

8.0 Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the Anthropological Survey of India. The agencies will be required to make a presentation to a selection committee showcasing their proposals.
- d. Anthropological Survey of India will take up references and reserves the right to pay due heed to the agency or individual's performance elsewhere and any past experience from Anthropological Survey of India.
- e. Financial bids of only short listed agencies (whose presentations are approved by the selection committee) will be opened.

9.0 Response:

- a. The instructions, specifications, and General Terms and Conditions given herein will be strictly binding on the agency or individual and deviation, if any, shall make the EOI liable to be considered invalid. The EOI incorporating additional conditions by the agency or individual are liable to be rejected.
- b. The successful agency or individual shall pay not less than minimum wages as prevalent in the concerned municipal area and shall abide by all and every kind of legislation that are incidental to and concerned with the engagement of persons for the time being for carrying out and execution of the work. Anthropological Survey of India shall have no liability of any kind with regard to the workers employed/ deployed by the successful agency or individual.
- c. The agency or individuals must ensure that their Bid response is submitted as per the formats attached with this document. Application in sealed cover super scribed, as "Expression of Interest (EOI) for **Execution, printing, preparation, transportation and installation work of different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101** [Technical Specification:- 1. Work for 128 square feet

(approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.]

10.0 Conflict of Interest:

- a. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the agency or individual to inform Anthropological Survey of India, detailing the conflict in writing as an attachment to this Bid.
- b. Anthropological Survey of India will be the final arbiter in cases of potential conflicts of interest. Failure to notify Anthropological Survey of India of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular the agency or individual is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.
- d. The Anthropological Survey of India shall not be liable for any kind of injury resulting in temporary or permanent disability or loss of life of any employee or worker who is deployed by the successful agency or individual within/outside the Office Space of Zonal Anthropological Museum, Anthropological Survey of India, A&N Regional Centre, Port Blair - 744101 site at the time of execution of the work.

11.0 Terms of Payment:

No advance payment shall be made by Anthropological Survey of India, Head Office, Kolkata under any circumstances. Final payment will be released after receiving of Invoice/Bill duly supported by receipted challan and satisfactory inspection/work completion certificate from authority for the entire work. TDS/GST/Any other admissible tax will be deducted as per the rules.

12.0 Inspection:

Inspection may be carried out at any time during the process of preparation, if desired by the officials of Anthropological Survey of India, Head Office, Kolkata. Any defect pointed out by the competent representative of the Anthropological Survey of India during such inspections shall be promptly rectified to ensure the desired quality of work. It would be mandatory on the part of the successful agency or individual to arrange an inspection and obtain approval at every stage of work failing which action will be taken as deemed fit by the Anthropological Survey of India, Head Office, Kolkata. The decision of Anthropological Survey of India, Head Office, Kolkata in this regard shall be final and binding on the successful agency or individual.

13.0 Defect Liability Period/Warranty:

- i.** The defect liability period/Warranty shall be 24 (twenty-four) months from the date of completion of the work. The successful agency or individual must submit an installation report after the complete installation is done. The successful agency or individual will be responsible for all defects in the material supplied or installed or non-supply of standard material as per EOI, defective workmanship, use of defective materials, etc. for a period of 24 (twenty-four) months from the date of completion of the job.
- ii.** Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material, the successful agency or individual shall have to replace them at the place of installation (Zonal Anthropological Museum, Port Blair - 744101) without asking for any charges.

14.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. Anthropological Survey of India reserves the right to withdraw EOI and or vary any part thereof at any stage. Anthropological Survey of India further reserves the right to disqualify any the agency or individual, should it be so necessary at any stage.

15.0 Last date of submission of EOI:

The last date of submission of EOI is **15/12/2023** within **16:00 HRS.**

Sl. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ copy of partnership/ proprietorship firm registered under the Companies Act, 1956 / the Partnership Act, 1932 and who have their registered offices in India and must have an office in Kolkata	Certificate of incorporation and Partnership deed, if any
2.	The firm should be in the business of providing similar services for at least 03 years as of 31.03.2019	Certificate by Company secretary of the agency or individual's organization
3.	The agency or individual has to be profitable and should not have incurred loss in 3 consecutive Financial Years (FY 2020-21, 2021-22 & 2022-23)	Format – 5 to be certified & validated by Chartered Accountant (CA) of the agency or individual's Organization.
4.	The agency or individual should have an average annual turnover of Rupees Fifteen Lakhs in 3 consecutive Financial Years (FY 2020-21, 2021-22 & 2022-23) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp
5.	The agency or individual shall have experience of providing: (i). Two similar completed consultancy services to Central Govt. /State Govt./PSUs/Govt. bodies.	Copy of Work Order/ Contract
6.	The firm should have at least 03 full time employees on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the agency or individual's organization
7.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies	Certificate signed by the Authorised Signatory
8.	PAN No. / Service Tax Registration Certificate	Copy of certificate to be enclosed
9.	Preference will be given to agency having prior experience in shifting of materials for any Central / State Govt. / Govt. Autonomous Bodies.	--
10.	The agency or individual must have an office in Kolkata	--

FORMAT – 1

EXPRESSION OF INTEREST

To,
The Director
Anthropological Survey of India
Ministry of Culture
Government of India
EN 79, Sector-5, Salt Lake City,
Bidhannagar,
Kolkata- 700091

Sub: Expression of Interest (EOI) for **execution, printing, preparation, transportation and installation work of different sizes display panels for the Zonal Anthropological Museum, Port Blair – 744101** [Technical Specification:- 1. Work for 128 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 2. Work for 312 square feet (approximate) printing and preparation of different sizes display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 3. Work for 544 square feet (approximate) printing and preparation of different sizes display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.](As per list enclosed)

Madam/ Sir,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of three (03) experts / consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. EMD
7. Sealed Envelope containing financial bid
8. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant
[Full name of applicant]
Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

Organizational Contact Details		
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization/ Firm/ Company/ Partnership firm registered under the Companies Act, 1956 / the Partnership Act, 1932 or registration with any govt. authorities.	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt. / PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone No. & fax	
6.	Address of office in Kolkata	
7.	Contact Person with telephone No. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp

Date

FORMAT – 3

Experience in Related Fields				
Overview of the past experience of the Organization in all aspects related to Brand Building related				
Sl. No.	Item	Number of Assignments during last 5 years	Order Value of each assignment in lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ organization (Enclosed completion certificates)
1.	Experience of assignments of similar nature			
1.1	Experience in carrying out similar assignments in Government			
1.2	Experience in carrying out similar assignments in Public sector			
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final</p> <p style="text-align: right;">Signature of the applicant Full name of the applicant Stamp & Date</p>				

FORMAT – 4

List of three (03) employees on payroll				
Sl. No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
<div>Signature of the applicant</div> <div>Full name of Applicant</div> <div>Stamp & Date</div>				

FORMAT – 5

Financial Strength of the Organization						
Sl. No.	Financial Year	Whether profitable? Yes/ No	Annual Net Profit (in Crores of Rs.)	Overall Annual Turnover (in Crores of Rs.)	Annual Turnover from only Consultancy Services rendered in India (in Crores of Rs.)	Average Annual Turnover from only Consultancy Services rendered in India [Average of three consecutive financial years 2020-21, 2021-22 & 2022-23]
1.	2020-21					
2.	2021-22					
3.	2022-23					

Note: Please enclosed auditor's certificate in support of your claim.

Signature of the applicant

Full name of Applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

Sl. No.	Description	No. of pages

2. Additional information to support the eligibility as per Section 7 (Not more than 2 pages).

Signature of the applicant

Full name of Applicant

Stamp & Date

FORMAT – 7

Declaration

I/We hereby confirm that I/we are interested in competing for the Expression of Interest (EOI) for **execution, printing, preparation, transportation and installation work of the display panels for the Zonal Anthropological Museum, Port Blair – 744101** [Technical Specification:- 1. Work for 128 square feet (approximate) printing and preparation of display panels on UV Digital Block out printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 2. Work for 312 square feet (approximate) printing and preparation of display panels on UV Digital Backlit printing on 06mm imported acrylic sheet along with profile LED lights, drivers, back ACP panels, black aluminium box frame including transportation and installation at Zonal Anthropological Museum, Port Blair – 744101, 3. Work for 544 square feet (approximate) printing and preparation of display panels on 08mm imported acrylic sheet along with laser cutting holes including transportation and installation at Zonal Anthropological Museum, Port Blair - 744101.]

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.